

	AREAS OF OBSERVATION	REMARKS (TICK ✓ appropriate box)		
A:	INVIGILATORS			
1.	The Chief Invigilator is a permanent member of the staff of the school.		YES	NO
2.	The Chief Invigilator has been appointed in writing. (Letter)		YES	NO
3.	The Principal/Chief Invigilator attended the official training session by WCED. (Certificate)		YES	NO
4.	The authority of Chief Invigilator is delegated to: (name, surname and designation) _____			N/A
5.	Sufficient number of invigilators appointed. (50:50 ratio)		YES	NO
6.	Invigilators received cascaded training. (Request register of the training.)		YES	NO
7.	Teachers don't invigilate the subjects that they teach.		YES	NO
8.	Invigilators can be identified.		YES	NO
9.	Relief invigilators are on standby.		YES	NO
10.	Invigilators' letters of appointment on file.		YES	NO
B:	SECURITY MEASURES			
11.	Safe/Secure environment		YES	NO
	24 hour security guards		YES	NO
	Burglar guard gates		YES	NO
	Functional surveillance cameras		YES	NO
	Alarm systems		YES	NO
	Alarm system with armed response		YES	NO
	Fire extinguishers		YES	NO
	Evacuation plan		YES	NO
	Access cards/visitors registers		YES	NO
	Biometric system		YES	NO
12.	Measures in place to deal with social protests.		YES	NO
C:	QUESTION PAPERS AND ANSWER BOOKS			
13.	All question papers received per consignment for the week.		YES	NO
14.	All question papers were sealed upon receipt. COPY OF THE Examination question paper packing list available.		YES	NO
15.	Documentation box and stationery box received with sufficient materials.		YES	NO
16.	Sufficient number of question papers received – information on the labels.		YES	NO
17.	Answer book register kept up to date.		YES	NO

D: SAFE/STRONG ROOM FACILITIES AND STORAGE						
18.	The following staff members have access to the question papers and answer books.	Staff name and surname: 1. _____ 2. _____	Designation: 1. _____ 2. _____			
19.	A copy of the examination timetable is clearly visible in the safe/strongroom.			YES		NO
20.	The removal of question paper register is available and up to date.			YES		NO
21.	Duplicate keys available and stored at the District. (If NO specify where it is kept.)	_____		YES		NO
22.	A copy of the policy on the school safe/strongroom and handling of safe/strongroom key is displayed in the safe/strongroom.			YES		NO
23.	Safe/strongroom is emptied of all old examination material from previous examinations.			YES		NO
24.	All answer books and examination stationery are stored in the safe/strongroom.			YES		NO
No. 25 – 30 are for schools using the Smartlock (SL) system only – Districts Central, Eden and Central Karoo, South and Overberg and schools used in the pilot						
25.	The principal's cell phone is in working order and on his/her person to receive SMSs from WCED.			YES		NO
26.	A legible copy of the Standard Operating Plan is displayed in the safe/strongroom.			YES		NO
27.	The Smart Glam Key is switched on and fully charged.			YES		NO
28.	Principal has downloaded sessions onto the Smart Glam Key (sessions will display on the key).			YES		NO
29.	The black canvas bags are removed from the brown boxes and sessions are packed in chronological order according to the examination dates and sessions.			YES		NO
30.	Electronic red seal unlocked successfully.			YES		NO
No. 31 is for schools NOT using the Smartlock (SL) system – Districts Cape Winelands, East, North, West Coast and excluding schools used in the pilot						
31.	Session boxes are packed in chronological order according to examination dates and sessions.			YES		NO
E: WRITING VENUE						
32.	The following is available and correctly drawn up: Comment if needed:	Invigilation timetable		YES		NO
		Seating plan		YES		NO
		Training manual for examination		YES		NO
33.	Location of the writing venue is clearly indicated.			YES		NO

34.	Environment is conducive for the writing of the examination. Comment if needed:	Ventilation		YES		NO
		Noise		YES		NO
		Light/Electricity		YES		NO
		Cleanliness		YES		NO
		Ablution facility		YES		NO
35.	Start and finish times clearly displayed.			YES		NO
36.	Clock/Time indication available to display the time.			YES		NO
37.	All materials removed that could assist candidates.			YES		NO
38.	Measures in place to ensure candidates have no access to each other's work. Comment if needed:	Acceptable spacing between desks		YES		NO
		No sharing of desks		YES		NO
		Where candidates share desks a divider is placed between them		YES		N/A
F:	BEFORE THE COMMENCEMENT OF THE EXAM					
39.	Invigilators are present prior to the start of the examination.			YES		NO
40.	Invigilators assigned to all examination venues – ratio 1:30.			YES		NO
41.	Candidates arrived on time.			YES		NO
42.	Admission letters and ID documents of all part-time candidates checked.		N/A	YES		NO
43.	Part-time candidates without ID documents instructed to submit it within 24 hours to the school.		N/A	YES		NO
44.	Number of part-time candidates without ID documents.		_____ candidates			
45.	Number of part-time candidates without admission letters.		_____ candidates			
46.	Candidates without admission letters: Comment if needed:	Candidate allowed to write		YES		NO
		Chief Invigilator contacted WCED		YES		NO
		Chief Invigilator explained outcome to candidate		YES		NO
47.	Number of candidates with accommodations/concessions.		_____ candidates			
48.	Number of candidates needing a separate venue due to accommodations/concessions.		_____ candidates			
49.	Number of candidates absent for the examination.		_____ With valid reason _____ No reason provided yet			
50.	Chief Invigilator gave instruction that no cell phones or any other electronic/technology devices are permitted in the examination room.			YES		NO
51.	All candidates seated according to the seating plan.			YES		NO
52.	Regulations on the conduct of the examination read to candidates prior to the commencement of the examination.			YES		NO
53.	Invigilators check that candidates fill in the required information on the cover page of their answer scripts.			YES		NO

54.	Two candidates selected to ensure that the correct question papers are in the room.			YES		NO
55.	The two candidates signed the register.			YES		NO
56.	Invigilators verified that question papers issued to them are the correct question papers.			YES		NO
57.	Candidates instructed to verify that they are writing the correct paper.			YES		NO
58.	Candidates instructed to check the number of pages and text on each page of the question paper.			YES		NO
59.	Errata provided (where applicable).	N/A		YES		NO
60.	Candidates given 10 minutes reading time (no writing allowed)			YES		NO
61.	Identification documents, admission letters and accommodation letters displayed on the desks.			YES		NO
G:	DURING THE EXAMINATION					
62.	The Chief Invigilator is engaged in the examination.			YES		NO
63.	Calculators are checked to ensure that they are not programmable.			YES		NO
64.	Number of candidates who arrived late (within the 1 st hour).		_____ candidates			
65.	Procedure followed when candidates arrived late (within the 1 st hour).	Allowed the candidate to write		YES		NO
	Comment if needed:	Provided the rules to candidate		YES		NO
		Ensured candidate has no unauthorised material and/or cell phones		YES		NO
66.	Number of candidates who arrived late (after the 1 st hour). * If a candidate arrives after the 1 st hour of the examination, the candidate is not permitted to write the examination.		_____ candidates			
67.	Procedure if a candidate temporarily leaves the examination room. Comment if needed:	An invigilator accompanies candidate.		YES		NO
68.	Procedure if a candidate completes the examination before the scheduled time.	Candidate remains seated and waits for the invigilator.		YES		NO
	Comment if needed:	The invigilator takes in the script and question paper.		YES		NO
		The candidate signs the register at his/her desk after handing in his/her script and question paper.		YES		NO

69.	Procedure followed if an irregularity is detected. Comment if needed:	Chief Invigilator is called.		YES		NO
		Candidate's script is confiscated correctly and time written on script.		YES		NO
		Candidate issued with new script and question paper to continue exam.		YES		NO
		Chief invigilator completes irregularity form and process.		YES		NO
70.	Five minutes time indication before the end of the examination given to candidates.		YES		NO	
71.	Candidates at this school remained for the full duration of the question paper.		YES		NO	
H:	END OF THE EXAMINATION AND HANDLING OF SCRIPTS					
72.	Answer scripts collected from all candidates at their desks.		YES		NO	
73.	All candidates sign the attendance register at their desks after handing in their answer scripts.		YES		NO	
74.	All answer scripts counted and recorded.		YES		NO	
75.	Answer scripts correctly batched and packaged.		YES		NO	
No. 76 – 80 are for schools using the Smartlock (SL) system only – Districts Central, Eden and Central Karoo, South and Overberg and schools used in the pilot						
76.	Batched and packaged answer scripts are immediately taken to the safe/strong room.		YES		NO	
77.	Final batched answer scripts placed in the same black canvas bag.		YES		NO	
78.	The hasp is firmly placed over the loop and the seal is locked within an hour after the examination session. (Time for accommodations/ concessions is allowed.)		YES		NO	
79.	The black canvas bag is packed in the grey plastic bags and is sealed.		YES		NO	
80.	Distribution labels and waybills pasted on the outer grey plastic bag and NOT the black canvas bag.		YES		NO	
No. 81 – 83 are for schools NOT using the Smartlock (SL) system – Districts Cape Winelands, East, North, West Coast and excluding schools used in the pilot						
81.	Batched and packaged answer scripts are immediately taken to the safe/strong room.		YES		NO	
82.	Final batched answer scripts placed in grey plastic bags and are sealed.		YES		NO	
83.	Distribution labels and waybills pasted on the outer grey plastic bag and NOT the black canvas bag.		YES		NO	

ANY OTHER COMMENTS:

SIGNATURE OF PRINCIPAL/CENTRE MANAGER

DATE

SIGNATURE OF MONITORING OFFICIAL

DATE



Gebeurlikheidsplan om noodgevalle te hanteer

1. Aangesien noodgevalle verskil, het die Wes-Kaap Onderwysdepartement (WKOD) die volgende prosedure daargestel. Hierdie prosedure is daarop gemik om voorsiening te maak vir situasies waar daar 'n behoefte is om die gevolg van 'n ontruiming, wat deur 'n noodgeval veroorsaak is, tot die minimum te beperk. Dit is noodsaaklik dat alle inrigtings wat kandidate vir eksamens voorberei dieselfde basiese prosedure volg.
2. In die geval waar 'n noodgeval voorkom voordat die kandidate begin eksamen skryf, moet hulle nie die eksamenlokaal/-lokale betree voordat hulle aangesê word om dit te doen nie. Hulle moet egter van ander groepe of leerders weggehou en onder streng toesig gehou word.
3. Indien 'n noodtoestand voorkom terwyl kandidate besig is om te skryf, en dit absoluut noodsaaklik blyk om die eksamenlokaal te ontruim, moet die kandidate die volgende instruksies ontvang:
 - 3.1 Dat hulle die res van die toegekende tyd sal kry om die eksamen te voltooi sodra hulle na die eksamenlokaal/-lokale terugkeer, d.w.s. die totale tyd wat vir die vraestel toegeken is minus die tyd wat hulle al voor die ontruiming gebruik het om te skryf.
 - 3.2 Om alle boeke of eksamenmateriaal toe te los op hul lessenaars.
 - 3.3 Om een lokaal op 'n keer, onder die wakende oog van die opsiener(s) en hoofopsiener, en onder die oorhoofse beheer van die prinsipaal te verlaat. Addisionele onderwysers (nie diegene wie se vakke geskryf word nie) kan gevra word om met die toesig van die kandidate te help.
 - 3.4 Om op geen manier met mekaar te kommunikeer nie.
 - 3.5 Om geen boeke of papiere, ens. in hul besit te hê nie.
 - 3.6 Om nie selfone in hul besit te hê nie.
 - 3.7 Om in stilte op 'n geskikte plek op die terrein van die inrigting te sit, weg van mekaar af om enige kommunikasie te verhinder.
 - 3.8 Om in stilte na die eksamenlokaal/-lokale terug te keer wanneer hulle verlos kry om dit te doen en om met die eksamen voort te gaan waar hulle opgehou het.
4. Die prinsipaal/sentriumbestuurder, hoofopsiener en ander opsieners moet deurentyd in beheer van die kandidate wees. Elke opsiener moet vir sy of haar groep kandidate verantwoordelik wees.



Risikobestuurkontrolelys vir die Nasionale Senior Sertifikaat-, Onderwys en Opleiding vir Volwassenes Vlak 4- en Senior Sertifikaat-eksamen

Prinsipale/sentrumbestuurders moet hierdie kontrolelys as 'n riglyn gebruik om potensiële risiko's vir die doeltreffende afneem van eksamens te identifiseer en om risikobestuurplanne dienooreenkomstig te ontwikkel.

	Prinsipaal-/sentrumbestuurderkontrolelys by 'n inrigting wat die bovermelde eksamens skryf	Merk die gepaste kolom (✓)	
		Ja	Nee
1.	Is die prinsipaal/sentrumbestuurder, hoofopsiener en opsieners opgelei om die behoorlike administrasie en bestuur van die hele eksamenproses te verseker?		
2.	Is die toesigrooster saamgestel om 'n 50:50-verhouding van gemeenskapsopsieners en onderwyseropsieners wat op 'n voltydse basis aangestel is per sessie in te sluit?		
3.	Is die kluis/brandkamer vir die ontvangs van die vraestelle voorberei?		
4.	Hou die skool 'n spaarsleutel vir die kluis/brandkamer by die distrikskantoor?		
5.	Indien die skool nie die eksamenvraestelle op die skoolperseel hou nie, is daar 'n sekuriteitsplan vir die daaglikse vervoer van vraestelle van die kluis/brandkamer na die eksamenlokaal?		
6.	Word die prosedure vir die verwydering van elke vraestel uit die kluis/brandkamer en die oopmaak van die korrekte vraestel verstaan en nagekom (insluitend die skole wat die SmartLock-sekuriteitstelsel gebruik)?		
7.	Skryf die risikobestuurplan voor hoe die skool onstigtelike gedrag van kandidate sal hanteer?		
8.	Is kandidate ingelig aangaande die ontruimingsprosedure ingeval van 'n noodgeval op die dag van die eksamen?		
9.	Het die skool 'n beleid en reëlins gereed vir die inneem van selfone van kandidate voordat hulle die eksamenlokaal betree?		
10.	Is daar 'n plan om te verseker dat kandidate se strepieskode-eksamennommerplakkers en die korrekte vraestelle aan hulle uitgereik word?		
11.	Is daar 'n stelsel om die opsiener te identifiseer wat die plakker en die vraestel aan elke kandidaat uitgereik het?		
12.	Weet die hoofopsiener, sowel as die senior en hulpopsieners, hoe om alle vorme van onreëlmatighede te hanteer?		
13.	Is al die opsieners bewus van die prosedures vir die insameling, bind en versending van antwoordboeke, asook die terugstuur daarvan aan Hoofkantoor?		
14.	Het die skool 'n bestuursplan vir die beheer van antwoordboeke?		
15.	Is al die kandidate voor die aanvang van die eksamen oor die reëls van die eksamen ingelig?		
16.	Dui die risikobestuurplan aan hoe die skool 'n potensiële gevaarlike situasie tydens die skryf van 'n eksamen sal hanteer, bv. 'n bendegeveg op die skoolgrond, of enige ander soort steurnis?		